

**Use of Facilities Application  
for a Wedding**

**Dix Hills Evangelical Free Church**  
28 Foxhurst Road \* Huntington Sta, NY 11746  
Telephone: 631-271-4422  
Fax: 631-421-0633

**Contact Information**

Name	
Home Phone	
Work Phone	
E-Mail Address	

Bride's Name	Groom's Name

Wedding Date		Ceremony Time	
Rehearsal Date		Rehearsal Time	
Pastor performing ceremony _____ <i>(If pastor other than DHEFC Pastor – must be approved by Sr. Pastor or Elder Board)</i>			
If DHEFC Pastor – minimum \$200 honorarium			

**Fee Schedule:**

Area/Space Desired:

- Sanctuary \$400.00
- MPR \$400.00
- Full Building Use \$800.00
- Rehearsal Dinner \$200.00 (in addition to full building use)
- Sound System \$100.00
- Computer \$100.00
- Live Feed \$100.00
- Custodial Fee \$200.00
- \_\_\_\_\_

Total \_\_\_\_\_

50% deposit required upon application approval  
Balance due 1 week prior to Wedding Date

Deposit received by \_\_\_\_\_

Paid in Full (rec'd by) \_\_\_\_\_  
Check made payable to Dix Hills Church – write (name) Wedding in memo area.

\* Church members/Regular Attenders will receive a 50% discount on fees.

\_\_\_\_\_  
(Bride signature)

\_\_\_\_\_  
(Groom signature)

**Trustee and Office Use:**

Sr. Pastor Approval	
Trustee Board Member Approval	
Trustee Board Member to be present?	

**Office Use:**

Has someone been asked to unlock/lock doors? Who \_\_\_\_\_

AV needs addressed and approved? \_\_\_\_\_

If relevant, outside personnel have been approved? \_\_\_\_\_

Deposit made?	
Usage Fee Paid?	
Has Custodian been notified?	
A/V needs addressed?	

**Special notes or instructions:**


*Should you need more information please call the office at 631-271-4422 or email [office@dhefc.org](mailto:office@dhefc.org)*